

# Application for Ministry Planning and Facility Usage

To have your meeting, program, or event placed on the church calendar, please complete the form below and return it to the church office, email it to our administrative assistant ([admin@ffumc.org](mailto:admin@ffumc.org)), or fax it to the church office (865-675-4435).

**\*\*\*Following the event, we expect the area(s) you used to be restored and as clean as or cleaner than you found them. Please ask for location of cleaning items which can be used. Garbage must be removed and placed in dumpster beside building. Please indicate the individual, by name, responsible to ensure the area(s) have been cleaned and restored? Name of individual:** \_\_\_\_\_

**\*\*\*\*For security of your group members and those in the building, you must have a representative from your group at the front entrance to let people in for your event.**

**\*\*\*\*The main entrance doors must remain locked during your event.**

Name of meeting/program/event: \_\_\_\_\_  
 Requested room: \_\_\_\_\_ Second choice: \_\_\_\_\_  
 Reserve Date From: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Reserve Date To: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
 Beginning Time: \_\_\_\_\_ am / pm Estimated Ending Time: \_\_\_\_\_ am / pm  
 Event Set-Up Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Event Tear-Down Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
 Event Set-Up Time: \_\_\_\_\_ am / pm Est. Tear-Down Completion Time: \_\_\_\_\_ am/pm  
 Preferred room set-up style (i.e., chairs in rows, in circle, at tables, etc.): \_\_\_\_\_

**NOTE: You are responsible for the set up and take down for your event.**

If this is a recurring event, please explain (i.e., 4<sup>th</sup> Weds. of every month): \_\_\_\_\_

Should this event be included in other calendars (i.e., children, youth, JOY): \_\_\_\_\_

Estimated number of participants: \_\_\_\_\_

Equipment needed (please circle): TV/VCR/DVD Video Projector/Screen Sound amplification Podium  
 Extra-large trashcan White board/markers Other \_\_\_\_\_

**\*\*\*You are responsible for securing the items from the Administrative Assistant prior to your meeting and returning ALL items to their designated location at the conclusion of your meeting. If you need video or sound in Worship Center, you must pay a trained A/V volunteer personally for their time.**

Contact Person: \_\_\_\_\_ E-mail: \_\_\_\_\_  
 Phone: (home) \_\_\_\_\_ (mobile) \_\_\_\_\_ (work) \_\_\_\_\_

**Nursery: You must complete the Childcare Reservation Form under Resources. ([www.ffumc.org](http://www.ffumc.org) then resources tab; click on Childcare Reservation Form) – Event Name: \_\_\_\_\_ Event Dates: \_\_\_\_\_**

## Communications:

Do you plan to have an announcement in the worship bulletin(s)?

Yes No

If your answer is "yes," **you must provide the copy for your announcements to the church office ([admin@ffumc.org](mailto:admin@ffumc.org))** the Monday prior to the date of the bulletin desired (i.e., your announcement will appear in bulletin dated 1.10.2016, must be submitted by Monday, 1.4.2016).